



Lifeguard/Instructor/Cashier

Job Code: 0072

Originated: 001/06

Salary Grade: 2114

FLSA: Non-Exempt

Revised: 12/07

EEO Code: 24

Supervisory: No

HR Ordinance Status: Classified or Part-time

CLASS SUMMARY

Provides supervision and instruction of various age groups in swimming and diving activities and for the safety of patrons in the swimming area.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

Cashier

- Answers phones
- Operates cash register, accurately handles cash, follows prescribed cash handling procedures.
- Enters data on computer, completes records and reports.
- Provides quality customer service.
- Performs other duties as assigned.

Lifeguard

- Sits in stationary lifeguard chair.
- Moves and stands to observe swimmers in the pool and on the pool deck for accidents occurring in the water, on the deck, or on the diving equipment.
- Enters swimming pool to rescue persons in trouble.
- Participates in on-going training.
- Performs safety checks of pool equipment and pool areas.
- Enforces policies, rules, regulations and ordinances governing the conduct of people using the swimming pool and pool deck area.
- Performs rescue and administers artificial respiration, CPR and first aid.
- Performs other duties as assigned.

Instructor

- Demonstrates skills and helps class participants learn to swim.
- Performs administrative duties related to classes such as registration, public relations and completes records and reports.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and methods used in teaching swimming.

Lifesaving methods and procedures, including first aid and standard resuscitation measures.

Pool rules and regulations.

Microsoft Windows Office products.

Ability to:

Communicate effectively with staff and public.

Perform safety checks of pool equipment and areas.

Effectively demonstrate and explain swim skills to class participants.

Perform various clerical duties and operates office equipment including a personal computer and related software.

Make simple mathematical calculations

Firmly but tactfully enforce rules and regulations.

Work safely.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend or conduct various meetings as needed.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

Cashier: Must be 15 years of age at the time of hire. Experience with customer service, handling cash, cash register operation in a work environment and computer data entry skills preferred. Other combinations of education and experience, which provide knowledge, skills and abilities required to perform the work, may be accepted.

Lifeguard: Must be a minimum of 15 years of age at the time of hire.

Instructor: Must be a minimum of 16 years of age at the time of hire.

Licensing and Other Requirements:

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Lifeguard: Must possess current American Red Cross Lifeguard Training/First Aid and American Red Cross CPR/AED for the Professional Rescuer certifications.

Instructor: Must possess a current American Red Cross Water Safety Instructor certification, current American Red Cross Lifeguard Training/First Aid and American Red Cross CPR for the Professional Rescuer certifications.

Current certifications must be shown at the time of interviews.

The Parks and Recreation Division enforces dress and appearance standards related to uniform, clothing, displaying tattoos, visible pierced body parts, hair color and style.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Assistant Pool Manager or Pool Manager according to established work routine.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a swimming pool environment with occasional work performed in a fitness center, outdoor park, or office environment.
- Sit in stationary lifeguard chair for long periods of time and moves around on deck to make observations.
- Operate a cash register and accurately handle money.
- Concentrate on and complete tasks in the presence of distractions.
- Observe swimmers in and around the pool.
- Lift dead weight usually exceeding 50 pounds.
- Regular exposure to the sun, pool chemicals, dust, grease, noise, inclement weather, temperature extremes and unpleasant odors.
- Work in chemically treated swimming pool water and in direct sunlight.
- Lift equipment weighing up to 50 pounds on a daily basis.
- Act quickly and calmly in emergencies; administer first aid and CPR and perform rescue actions.
- Lift arms above shoulder level.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Works evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.